

October 13, 2008

**RESPONSE NEEDED
BY OCTOBER 31, 2008**

Dear Test Accommodations Coordinator for the ACT for Tennessee Statewide Test:

Your principal has selected you to serve as Test Accommodations Coordinator for the spring 2009 administration of the ACT for Tennessee Statewide Test. As shown on the enclosed Checklist of Dates, the accommodations testing window is April 22, 2009 through May 6, 2009. We are writing to obtain additional information from you.

Please read the materials enclosed with this letter:

- *The ACT for Tennessee Statewide Test - Test Accommodations Coordinator Qualifications and Responsibilities*—explains the required qualifications and primary responsibilities of Test Accommodations Coordinators.
- *The ACT for Tennessee Statewide Test - Test Accommodations Coordinator Profile*—provides ACT with information about your school's accommodations needs and requires your signature to indicate your agreement to comply with all ACT policies and procedures.

Please return your completed and signed ACT for Tennessee Statewide Test - Test Accommodations Coordinator Profile form to ACT via fax at (319) 337-1019, or by mail in the enclosed postage-paid return envelope, by Friday, October 31, 2008.

Included in this packet is an invitation and instructions for registering for a training workshop. As a Test Supervisor, you will be *required* to attend a training session conducted by ACT and the Tennessee Department of Education (TDOE) in January 2009. This training session will provide detailed information related to state testing.

In addition, once we receive your completed profile form, we will send you a detailed information packet, with instructions and applications to apply for both ACT-Approved and State-Allowed accommodations.

Please periodically check the TDOE website, <http://www.state.tn.us/education/assessment/ACTtesting.shtml> for updated information regarding the spring 2009 statewide administration of the ACT.

We look forward to working with your school this year. If you have any questions about requesting test accommodations for The ACT for Tennessee Statewide Test, you may call ACT at (800) 553-6244 ext. 1788, or contact us by e-mail at **ACTStateAccoms@act.org**.

Sincerely,

ACT State Testing

Enclosures